

Recruitment Process

Pre-Event

Identify optimum sources to obtain highly-qualified candidates. Research Colleges, Universities, Minority Organizations, Professional Organizations, Committee Outreach Initiatives, and Public Job Fairs.

Register. Obtain Registration Info, Complete Bank Card/Procurement Request, Complete Registration Form, Receive Registration Confirmation.

Ensure that all of the exhibit logistics are satisfied. Communicate with the exhibit display contractor/coordinator, if needed. Packing and shipping to exhibit. Order supplies, i.e., laptop connections, rent carpet, extra chairs, etc. Provide sponsor with names of recruiters.

Assign laptop to recruiter. For events when a laptop will be used for on-site application processing, coordinate with recruiter.

Contact selecting officials with open vacancies to identify the skills and criteria desired.

Prepare recruiters/selecting officials. E-mail recruiters encouraging them to review flexible hiring authorities and how to use them, update current vacancies, review and understand the one page job descriptions. Ensure that travel order is prepared and approved. Outline the facts of the event, i.e., setup time, booth number, time to dismantle, event survey form, and the location to which the recruitment materials are shipped.

Recruiters sign up for a recruitment event based on the career expertise offered. What will the recruiter be able to offer candidates and what benefit will it have for the Department/bureau.

Recruiter laptop accountability. Sign liability paperwork for receipt and use of laptop at recruiting event.

Recruiter to coordinate with selecting official on the skill and criteria they have identified for purposes of accuracy.

(7) Create file for those vacancies identified by selecting officials. Recruiters will match resumes of potential candidates to the vacancies.

Managers volunteer to become a Campus Executive at one of the selected academic institutions. This involves:
 -Establishing relationships at the highest levels with the school administration
 -Fostering relationships with the appropriate academic programs by DOC bureaus and offices, to include curriculum development and case study design
 -Fostering faculty class presentations by DOC officials.

Information Sessions. Contact the Career Services Office or event sponsor to make arrangements to hold information sessions the day before or the day after the career fair. Coordinate with OHRM coordinator.

Review the information (list or resumes) available about the applicants scheduled to be in attendance ahead of time when possible, schedule interviews.

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The Event

Fair materials. At the career fair you will have brochures and giveaway material. It will be your responsibility to distribute materials proportionate to the amount of days you will be in attendance. For most events you will have the Department of Commerce table throw and the DOC banner. Recruiters are responsible for the condition of the banner and table throw.

Participate in recruitment activities in a manner that properly reflects our organization. Recommend individuals to the appropriate sources for future initiatives. Appropriate Self-Presentation: pleasant, approachable, and sincere. Be positive but honest with the candidates in an un-offensive manner. Have potential candidates use log in sheet at the booth.

Have well-informed recruiters. Ensure they are familiar with DOC career opportunities and existing vacancy announcements.

Obtain viable candidates information. Resumes that display complete information, such as GPA, permanent addresses, contact numbers, previous work and educational experience, advise those candidates to complete application process.

Keep track of booth visitors. Have booth visitors sign up with contact information, major and GPA, for future follow up. Establish uniform follow-up process.

Information sessions. Meet with career services persons to discuss information sessions, i.e., the Department and/or a major. Assist candidates with application process, on-site when applicable. Participate in faculty class presentations.

Return materials. Each Recruiter needs to identify the location for shipping materials back to the Department, i.e., on top of the table, your booth or a specific room. It varies for each event and is important that you know what is required.

Resume matching. Match resumes that meet selecting officials criteria.

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Recruitment Process After the Event

Analysis and wrap-up. Receive from each recruiter an Event Assessment survey. Obtain one listing of all resumes, identifying the vacancy identified. Coordinate with recruiters on their follow up with candidates, status of resumes (with Human Resources consultant or manager).

Provide follow up to promising candidates. Send e-mail to follow-up with potential candidates. Identifying the Track their application through the process and forward appropriate resumes to Human Resources coordinator.

Compile listing of resumes received, categorized by vacancy announcement.

Obtain recruiters travel voucher. Submit documentation for processing.

Coordinate with Human Resources consultant to assess resumes submitted by potential candidates. Follow up with any potential candidate interviewed during recruiting event.

Add event assessment survey information to matrix to be discussed in quarterly Diversity Working Group meetings. Analyze number of candidates attending the event, visited the booth, supplied resumes, and those interviewed and/or hired .

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